

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE
ADMINISTRATIVE ASSISTANT II
FAMILY COURT ADMINISTRATION

THREE POSITIONS AVAILABLE WITH COURT ADMIN. DIVISION OF THE SUPERIOR COURT
LOCATED AT 201 W. JEFFERSON, PHOENIX and SOUTHEAST COURT FACILITY, MESA

- RECRUITMENT DATES:** Monday, July 31, 2000 – Open Until Filled
- SALARY:** \$8.90 (range minimum) - \$11.12 (range midpoint)
- POSITION QUALIFICATIONS:** High School Diploma or G.E.D. Certificate and four years of responsible clerical or administrative experience. An equivalent combination of education and experience may be substituted
Preferred: Experience dealing with customers or the public via phone or in person. Prefer any computer or data entry experience.
- ESSENTIAL JOB TASKS:** Works front counter in Family Court Administration, assisting customers with questions and/or problems. Answers phone inquiries from public and other court personnel. Opens and processes incoming mail. Attends court-related meetings. Assists with other administrative duties as assigned.
- SELECTION PROCEDURE:** Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments.
EDUCATION/EXPERIENCE EVALUATION. The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.
- FILING PROCESS:** Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet address: www.maricopa.gov
- NOTE TO EMPLOYEES:** Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.
- WHAT HAPPENS TO YOUR APPLICATION:** Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106007 / KAC, 7b
RECRUITMENT ABBREVIATION CODE: AA2-FCA

DATE PUBLISHED: Monday, July 31, 2000

ADMINISTRATIVE ASSISTANT II

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have Customer Service or other experience in working with customers and the general public? If yes, please describe. ☐ Yes ☐ No __#Yrs

2. Do you have data entry or computer experience? If yes, please describe. ☐ Yes ☐ No __#Yrs

3. Are you familiar with the following:

a. Word ☐ Yes ☐ No __#Yrs

b. Excel ☐ Yes ☐ No __#Yrs

c. Access ☐ Yes ☐ No __#Yrs

Please list other software with which you are familiar/proficient.

SIGNATURE

DATE

AA2-FCA, 7/00